

- Establishing Your Profile and accessing the scheduling web site
- Creating Reservations
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- My Conferences Tab

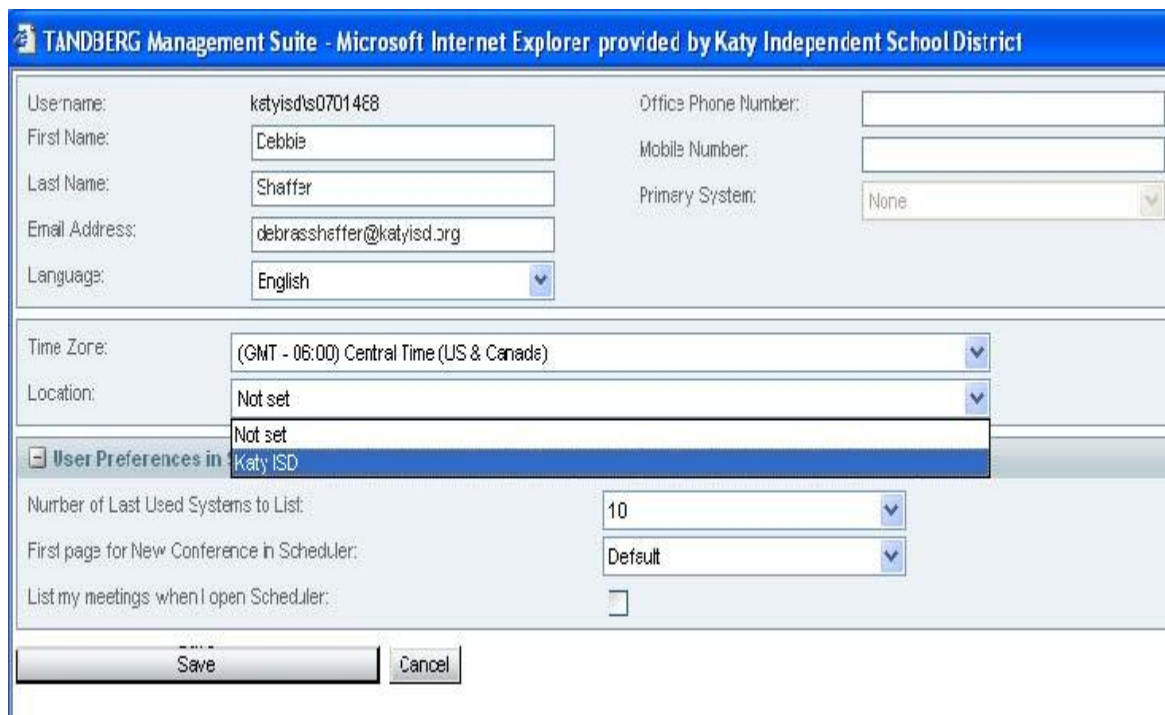
Establishing Your Profile and Accessing the Scheduling Web Site

You will need to complete this the first time you log into the reservation system.

1. Open Internet Explorer; go to Favorites, down to Katy Independent School District and select **Videoconference Reservations** or you can go directly to <http://ktadmvidbrid02/tms/Tandberg/TMS/UI/TandbergScheduler/Default.aspx>.



2. If you have never used the scheduler before you will see the following screen with your KISD ID# in field labeled **First Name**; replace your ID# with your first name. Fill in **Last Name, E-mail Address, Office and Mobile Numbers** and select **Katy ISD** under **Location** and click on **Save**.



A screenshot of the 'TANDBERG Management Suite - Microsoft Internet Explorer provided by Katy Independent School District' user profile form. The form contains the following fields and values:

- Username:** ktyisd\0701488
- Office Phone Number:** (empty field)
- First Name:** Cebbie
- Mobile Number:** (empty field)
- Last Name:** Shaffer
- Primary System:** None (dropdown menu)
- Email Address:** debrassheffer@katyisd.org
- Language:** English (dropdown menu)
- Time Zone:** (GMT - 06:00) Central Time (US & Canada) (dropdown menu)
- Location:** Not set (dropdown menu)
- User Preferences in:** Katy ISD (dropdown menu)
- Number of Last Used Systems to List:** 10 (dropdown menu)
- First page for New Conference in Scheduler:** Default (dropdown menu)
- List my meetings when I open Scheduler:** (checkbox, unchecked)

At the bottom of the form are two buttons: 'Save' and 'Cancel'.

Creating Reservations

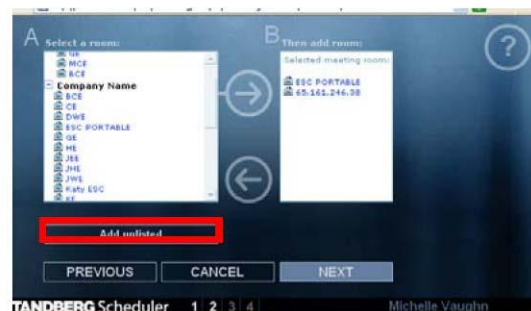
1. Click on the **Start** button to begin scheduling a conference



2. Select a site or sites from the list on the left (**A**); use the right arrow button to add a site or sites to the conference list (**B**) on the right

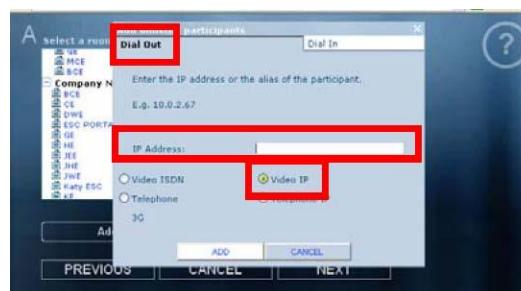
(NOTE: To remove a site from the list on the right (**B**) Use the left arrow

3. To add a site **OUTSIDE** of the district click on **Add Unlisted** and complete **a, b & c**.



(Note: If you are **NOT** connecting to a site outside of Katy skip to step 5)

- Select **Dial In** or **Dial Out** using the tabs (Most connections should be set to **Dial Out**)
- Click on the **Video IP** radio button
- Enter the appropriate IP address in the corresponding field.



4. If you need to setup a **Dial In** connection, select the Dial In tab and enter the name of the external connection and then click add.

(Note: See step 15 below)

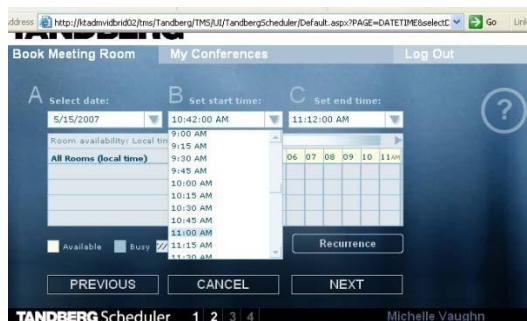
5. Once all participants have been added click **Next** to continue.

6. Use the first drop down menu (**A**) to select a date for the conference.

7. Use the second drop down menu (**B**) to choose the start time of the conference.

8. Use the third drop down menu (**C**) to choose the end time of the conference

Note: After selecting the date and times a schedule will appear to let you know if there are any conflicts.



10. Enter the name of the videoconference

NOTE: Use the following naming convention. School teacher name, title of conference.
Ex. (MGE-Carr-Test call)

11. Press **"Confirm"** to complete the conference reservation.

12. The email address where the confirmation will be sent should appear.

13. Click on **"New Conference"** to make another reservation or **"Close"** if scheduling is complete

14. A calendar appointment will be sent to you confirming the reservation. Open the appointment, complete the LOCATION field if necessary and use Invite Attendees to forward the appointment to the person requesting the video conference.

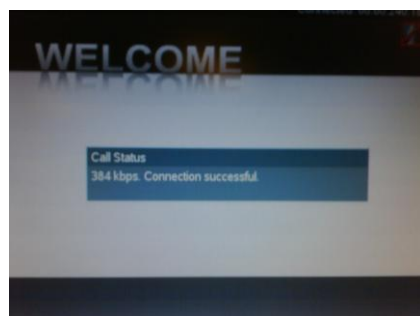
Dial in info for External Connections

15. If you are having an external connection **Dial In**, make note of the H323: number (should be your equipment's alias such as 2001) at the bottom of the email where it says "The participants will connect using this route: External NAME connects to YOU (H323: 2001) and give this number to the contact person at the external connection along with the IP address they will need to dial in which is **66.60.240.181**.

16. When they dial the IP address they will get a welcome screen (**a.**), then a (DTMF) dial pad screen (**b.**). This is how they enter in your Alias "H323" number to make the connection.

17. When they see the DTMF screen (**b.**), they will need to enter **#** to activate the touch tones to get to the enter screen for extension number (**c.**).

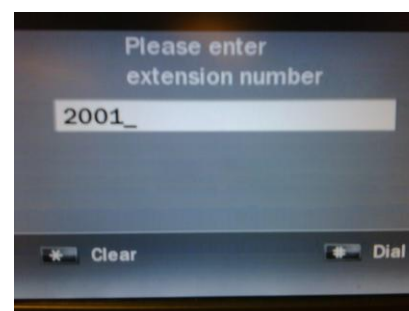
18. Now they will enter your H323 number ex. 2001 and then **#** again to complete the call and connect.



a.



b.



c.

My Conferences tab

You can view the conferences that you have setup and edit or delete them. Select the conference you want to edit and after clicking on the edit button it will take you back to the book meeting room tab where you can then add or remove participants. Delete will... delete the conference.

If you double click on the text of one of your conferences it will open a detail information box as seen below.

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[Book Meeting Room](#) [My Conferences](#) [Log Out](#)

Select a conference to edit or delete it.

Select	Date	Start time	End time	Conference title	
<input type="checkbox"/>	3/14/2009	8:00:00 AM	9:00:00 AM	Scheduled Meeting 3/9/2009 10:28 AM	<input type="radio"/>
<input type="checkbox"/>	3/15/2009	8:00:00 AM	9:00:00 AM	Scheduled Meeting 3/9/2009 10:32 AM	<input type="radio"/>
<input type="checkbox"/>	3/21/2009	8:00:00 AM	9:00:00 AM	Scheduled Meeting 3/9/2009 10:33 AM	<input type="radio"/>

[EDIT](#) [DELETE](#)

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Conference detail information

Conference title

Scheduled Meeting 3/9/2009 10:32 AM

Date	Start time	End time	Password
3/15/2009	8:00 AM	9:00 AM	

Rooms	(Local time)	(Local time)	Status
KATY_ESC_PORTABLE	8:00 AM	9:00 AM	Pending
Admin	8:00 AM	9:00 AM	Pending

0 of 1 dial in participants connected

The participants will connect using this route

KATY_ESC_PORTABLE connects to Admin (H323: 4004)

KATY_ESC_PORTABLE connects to 71.14.2.158 (IP: 71.14.2.158)

Time until conference starts

days	hours	min	sec
5	21	20	26

[REFRESH](#) [CLOSE](#)

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Side Note: If you click on your name you can update your contact information such as your name, phone number or email address.